



COVID-19 Emergency Operations Center

SOP No: MS-118
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Standard Operating Procedure Time Card Procedures for DSW Personnel

Subject: Time Card Approval Procedures for DSW Personnel

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to familiarize Medical Shelter personnel with the process of “approving” time cards for Disaster Service Workers (DSWs) assigned to support the Medical Shelter mission.

It is important to note that this process is only intended as a check to ensure DSWs appropriately account for the hours assigned to a Medical Shelter and provide this “approval” as supplemental documentation for the individual’s home department time card approver. Final time card review and approval will still reside with the DSWs home department following standard procedures.

2. Procedures

- **Site Supervisor Time Card Review**

- Site Supervisors will input their hours worked for a pay period into the time keeping system.
 - Task codes and other tracking information shall be entered following instructions from the individual’s home department. Due to the variety in task and tracking codes between departments, all inquiries related to tracking codes should be referred to the home department.
- Before submitting their time, Site Supervisors should save a copy of the completed time sheet and email it to the Operational Manager and/or Administrative Assistant overseeing Medical Shelter operations.

- The Operational Manager and/or Administrative Assistant will review the hours documented on the Site Supervisor's time card and cross reference with the assigned schedule provided to that individual.
 - Note: In some cases, especially for Site Supervisors, overtime may have been worked to ensure successful operations at the site. Any overtime worked should be reviewed by the Operations Manager and/or Administrative Assistant to ensure it was appropriate for site operations and was communicated when it occurred. When possible, overtime should be avoided.
 - Once the Operations Manager and/or Administrative Assistant has ensured that all hours documented on the time card are appropriate, they will print a copy, write their name and contact information (i.e., phone or email), and sign the document.
 - The Operations Manager and/or Administrative Assistant will then scan a copy of the "approved" time card and email it back to the Site Supervisor.
 - The Site Supervisor will attach the "approved" copy of their time card in the time keeping system, as well as any other required documentation by their home department (e.g., ICS 214 form, Incident Work Order, etc.), and submit their time card for departmental approval.
- **Site Manager Time Card Review**
 - Site Managers will input their hours worked for a pay period into the time keeping system.
 - Task codes and other tracking information shall be entered following instructions from the individual's home department. Due to the variety in task and tracking codes between departments, all inquiries related to tracking codes should be referred to the home department.
 - Before submitting their time, Site Managers should save a copy of the completed time sheet and email it to the Site Supervisor overseeing operations at the assigned Medical Shelter.
 - The Site Supervisor will review the hours documented on the Site Manager's time card and cross reference it with the assigned schedule provided to that individual.
 - Note: Any overtime worked should be reviewed by the Site Supervisor to ensure it was appropriate for site operations and was communicated when it occurred. When possible, overtime should be avoided.

- Once the Site Supervisor has ensured that all hours documented on the time card are appropriate, they will print a copy, write their name and contact information (i.e., phone or email), and sign the document.
- The Site Supervisor will then scan a copy of the “approved” time card and email it back to the Site Manager.
- The Site Manager will attach the “approved” copy of their time card in the time keeping system, as well as any other required documentation by their home department (e.g., ICS 214 form, Incident Work Order, etc.), and submit their time card for departmental approval.